



System Training and Response (STaR) Team – SAIS Workshop

SAIS Requirements Related to English Language Learner Programs

This presentation is intended to provide a comprehensive overview of the procedures necessary to report information to SAIS for students who participate in English Language Learner (ELL) programs. The presentation will likely be of greatest benefit to personnel from local educational agencies who are new to the processes related to managing SAIS data for students who participate in an ELL program. Though welcome to attend, those with previous experience in these areas may only be interested in changes put in place for the current year and may find the presentation to be of lesser value.

Detailed information regarding changes to SAIS requirements for Fiscal Year 2009 is available as part of the SAIS Information Series at <http://www.ade.az.gov/schoolfinance/star/>

Target audience

New users who have responsibilities related to collecting, submitting and verifying SAIS data applicable to students who participate in English Language Learner programs. (Optional for experienced users)

Topics

- Details (including related business rules) regarding the SAIS transactions applicable to students who participate in ELL programs
- Brief overview of the SAIS submission process
- Step-by-step instructions on the process of accessing and using the ADE generated Student Detail reports to verify the data that reside in SAIS relating to English Language Learner programs
- Understanding ADE timelines related to calculating funding for ELL program participants

Information for workshop participants

- Pre-registration through use of the ADE “Calendar of Events” located at <http://www.ade.az.gov/online/registration/calendar/RenderCalendar.asp> is required.
- Workshop dates and locations are found on page 2.
- Please visit the STaR Team web site at <http://www.ade.az.gov/schoolfinance/star> to download the documents used to support this workshop. (Documents will be posted by noon on October 30, 2008.)
- Sessions will begin promptly. Participants are asked to allow adequate time for travel, parking and locating the classroom.
- Parking passes will be sent by email to those attending sessions at the ADE Student Services Building.

SAIS Requirements Related to ELL Data

All sessions are scheduled 9:00 - 11:30 a.m.

Northern Region Workshop Locations

Thursday, November 13, 2008	Flagstaff USD Boardroom, 3285 E. Sparrow Ave., Flagstaff, AZ
Monday, November 17, 2008	Flagstaff USD Boardroom, 3285 E. Sparrow Ave., Flagstaff, AZ
Friday, November 21, 2008	Kingman USD Boardroom, 3033 MacDonald Ave., Kingman, AZ

Central Region Workshop Locations

Monday, November 3, 2008	Arizona Department of Administration, Room 300, 100 N. 15th Ave., Phoenix, AZ
Wednesday, November 5, 2008	Paradise Valley USD Boardroom, 15002 N. 32nd St., Phoenix, AZ
Wednesday, November 19, 2008	ADE Student Services Building, Rooms 106/107, 2005 N. Central Ave., Phoenix, AZ
Tuesday, November 25, 2008	ADE Student Services Building, Rooms 100/101, 2005 N. Central Ave., Phoenix, AZ

Southern Region Workshop Locations

Wednesday, November 12, 2008	Sierra Vista USD Special Services Building, 3401 E. Fry Blvd., Sierra Vista, AZ
Friday, November 14, 2008	Yuma ESD Boardroom, 450 West 6th Street, Yuma, AZ
Tuesday, November 18, 2008	Graham County General Services Building Meeting Room, 921 Thatcher Blvd., Safford, AZ
Wednesday, November 19, 2008	Sunnyside USD Boardroom, 2238 E. Ginter Road, Tucson, AZ
Friday, November 21, 2008	Nogales USD Conference Room, 310 West Plum Street, Nogales, AZ

For driving/parking directions, please click on:

Get Directions to STaR Team Workshop Locations at <http://www.ade.az.gov/schoolfinance/star>